

## ENROLLMENT PROCEDURES

Enrollment procedures are to be conducted through the UOsaka Enrollment Procedure System. Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment.

**Enrollment procedures will be considered invalid under the following two cases:**

- 1. Procedures not finalized within the prescribed deadline.**

## HOW TO USE THE ENROLLMENT SYSTEM

You will be able to log in to the system during the period for enrollment.

1. Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment while completing enrollment procedures.

Preparation	Information necessary to be entered into the system	Before logging in, please have the following information on hand: <ul style="list-style-type: none"><li>• Examination Voucher (the document showing the Examinee's number)</li><li>• The Enrollment Procedure Guide (this document)</li><li>• Addresses, phone numbers, and email addresses of yourself and your family/emergency contact information</li><li>• Credit card information (only those wishing to pay the enrollment fee by credit card)</li><li>• Data to be uploaded</li></ul>
	Preparations for the application for enrollment fee exemption / deferred payment (for undergraduate/graduate students wishing to apply only)	Those wishing to apply for an enrollment fee exemption or deferred payment <u>must</u> read the <u>(Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment before</u> applying.  <b>Procedures for applying for an enrollment fee exemption or deferred payment may become invalid if an Advance Application is not completed through the Enrollment System.</b>
(1) Procedures to be Completed during a Specified Period	Log in	<ul style="list-style-type: none"><li>• Log in</li><li>• Set a password</li></ul>
	Information to be registered	<ul style="list-style-type: none"><li>• Personal information</li><li>• Family contact information</li><li>• Emergency contact information</li><li>• Concerns about studying due to disabilities, illness, etc.</li></ul>
	Enrollment fee payment method	<ul style="list-style-type: none"><li>• Select payment method or submit an Advance Application for an enrollment fee exemption or deferred payment</li></ul>

		<ul style="list-style-type: none"> <li>Payment processing</li> </ul>
	Photo registration	<ul style="list-style-type: none"> <li>Headshot upload</li> <li>Trim the photo to the indicated specifications</li> <li>Register your headshot</li> </ul>
	Upload required documents	<ul style="list-style-type: none"> <li>Upload and register all specified documents*</li> </ul>
	Final procedures	<ul style="list-style-type: none"> <li>Finalize and confirm all above procedures</li> </ul>
<p><b>(2) Enrollment Procedures That Must be Completed by the Day Before Enrollment</b></p>	<p>Download Enroll in Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>)</p>	<p> <ul style="list-style-type: none"> <li>MyHandai Application</li> <li>All documents*</li> </ul> </p> <p>All students must purchase Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>):</p> <p>Please consider joining the following insurance plans appropriate for your student life needs.</p> <p><b>Purchasing Liability Insurance Coupled with Gakkensai(Gakkenbai)</b></p> <p><b>Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (Futaigakusou)</b></p> <p><b>Comprehensive Insurance for Student Lives Coupled with “Gakkensai” for International Students (Inbound Futai-Gakuso)</b></p> <p><b>University Co-op Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students</b></p> 

\*Only to be done by those instructed to do so by the Educational Affairs Section of the department they are applying to

## LOG IN TO THE ENROLLMENT SYSTEM

Log in to the system using the URL below.

<https://exam.osaka-u.ac.jp/osaka-u/enrollment/login>



### ○ Login screen

Enrollment Procedure Login

日本語

Log in

Enrollment year

Affiliation category  School  Graduate School  Institute or Center

Affiliation

Examinee's Number

Date of birth  Year  Month  Day

Category code

Password  \*If you are logging in for the first time, click the "First time login" button below without entering your password.

**Log in**

Those logging in for the first time

Enter all required information based on the material sent by the university except for the password, then click the "First time login" button.

**First time login**

Forgot or change password

Enter the information other than the password and click [Next].

**Next**

**Enter the information following the manual provided by the university and click “First time login.” Do not enter a password.**

Enrollment year	2026
Affiliation category	Graduate School
Affiliation	Graduate School of Medicine(Health Science)
Examinee's number	(your number)
Date of birth	(your date of birth)
Category code	Please check the documents “2026 年度大阪大学 学院医学系研究科保健学専攻 博士前期課程/博士後期課程入 学手続きについて(通知)” enclosed with the acceptance letter.

\*After the first login, use the password you initially set in addition to the above information, then click "Log in" to log in.

**Please complete the enrollment procedures below by following the instructions on your screen.**

**Note:**

**The enrollment system will time out in 30 minutes. If you are unable to complete the procedures within the restricted time, any information inputted into the system will not be registered.**

**Please be sure you have all information to be registered on hand (addresses, phone numbers, email addresses, etc.) before logging in.**

## ENROLLMENT SYSTEM REGISTRATION (SUPPLEMENT)

### ● Registering student information (all students)

<b>Student information</b>	<ul style="list-style-type: none"><li>• If you are a Japanese national, when entering your full name in English, enter your family name, then given name, in that order. Add a space between the family and given names. <i>*When registering, your name will be automatically formatted to have all capital letters for your family name and the first letter of your given name capitalized (e.g., HANDAI Taro).</i></li><li>• If you are a foreign national, please <u>register your name as it appears on your passport</u>.</li><li>• If your address has not yet been determined at the time of registering, register your current address and change it to your new address through the university's Student Administration Information System (KOAN) after enrollment.</li><li>• Please register the address you are currently living at.</li><li>• Please be diligent about checking your email. If you do not receive a Test Email from the university, please check your spam folders, be sure your email address has been correctly registered with the system, and/or check to be sure your mailbox isn't at capacity or if emails are being restricted from certain domains by your provider.</li></ul>
<b>Family's contact information</b>	<ul style="list-style-type: none"><li>• Enter your family's contact information (in most cases, this will be a parent, guardian, or spouse). If it is difficult to enter the above information, you may register other family members.</li></ul>
<b>Emergency contact information</b>	<ul style="list-style-type: none"><li>• Register an emergency contact different from the person(s) registered in Family's contact information. If you must register the same person, please provide contact information other than the one already registered. <i>*As this information will be used in the case of emergencies, please register a person who can be easily contacted.</i></li></ul>

	<p>*The emergency contact person for foreign nationals living in Japan should be someone living in Japan.</p>
<b>Consultations regarding concerns about studying due to disabilities, illness, etc.</b>	<p>•If you have concerns about studying due to disabilities, illness, etc., you can apply for a consultation by selecting “Seek Consultation” and applying for one using the URL below.</p> <p>Health and Counseling Center Accessibility Support Office</p> <p><b>Apply for a consultation:</b>  <a href="https://acs.hacc.osaka-u.ac.jp/soudan/">https://acs.hacc.osaka-u.ac.jp/soudan/</a></p> <p>*Consultation requests can also be made via the HACC website (link above), even if you do not select “Seek Consultation” through this system.</p> <p>*You may change the website’s language to English, Korean, or Chinese by selecting 言語を選択 in the upper right hand corner, then selecting 英語 (English), 韓国語 (Korean), or 中国語 (Chinese).</p> 

## ●Enrollment fee payment

Enrollment fee payment	<p>•<b>In addition to the Matriculation Fee, a service fee is required (as stated in the separate document, "Reference: Service Fee").</b></p> <p>•<b>The service fee varies depending on the payment method, so please be sure to check the final payment amount including the service fee before making your payment.</b></p> <p>•Payments are to be made using a payment agency service (Paygent).</p> <p>*Please use the translation function on your browser to navigate Paygent.</p> <p><b><u>If you fall under any of the following, the enrollment fee will be waived.</u></b></p> <p><b>(The enrollment fee will be displayed as "0," and will be considered already settled.)</b></p> <ul style="list-style-type: none"><li>•Those of a status not required to pay, such as a special auditor or special research student, or those enrolling in a program that does not require payment.</li><li>•Those continuing on to a Doctor Course from a Master Course (or continuing a Juris Doctor Course at the Osaka University Law School, or other Doctor Courses at graduate schools at the university).</li><li>•Japanese Government (Monbugakusho: MEXT) Scholarship Students who will continue to be Japanese Government Scholarship Students after advancing to a higher degree.</li><li>•Credited Auditors or research students who have enrolled in several faculties/schools or graduate schools under the same status and who have completed enrollment procedures through one faculty/school or graduate school (*<u>Those falling under this category should check the enrollment procedures of the faculty/school/graduate school that they will be enrolling in before completing the enrollment process.</u>).</li></ul> <p>*If you make any mistakes when sending the enrollment fee payment, contact the faculty/school/graduate school you are planning to enter. Please understand that service fee cannot be refunded.</p> <p><b><u>*After payments have been processed, switching to a different payment method is not possible.</u></b></p>
Advance application for an enrollment fee exemption or deferred payment	<p>•Undergraduate/graduate students wishing to apply for an enrollment fee exemption or deferred payment <u>must read the (Supplemental) Points to note prior to applying for</u></p>

	<p><u>an enrollment fee exemption or deferred payment before applying.</u></p> <ul style="list-style-type: none"> <li>• After an advance application has been processed, follow the application guideline to complete the application procedures by the designated deadline (application guidelines can be found on the website for registering for the advance application). <u>Payment of the enrollment fee will be deferred until the announcement of the results of the enrollment fee exemption or deferred payment application (as indicated in the guidelines).</u></li> <li>• Tuition exemption for households with multiple children is implemented within the framework of the New Higher Education Support System. Those wishing to apply should submit an advance application for enrollment fee exemption.</li> </ul>
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## PROCEDURES TO BE COMPLETED WITHIN A SPECIFIED PERIOD

Please finalize all procedures by the deadline under items marked “Finalize Procedures So Far” by clicking the **Finalize** button.

Note that any information regarding procedures that are finalized cannot be changed or revised.

## ENROLLMENT PROCEDURES THAT MUST BE COMPLETED BY THE DAY BEFORE ENROLLMENT

In general, enrollment procedures that must be completed by the day before enrollment.

**\*These procedures will not affect applications for enrollment.**

Download Documents and the MyHandai App (in Japanese only)	<ul style="list-style-type: none"> <li>• If you have not yet registered for the MyHandai App on your smart phone, please download it.</li> <li>• If there are documents to be downloaded, please download them.</li> </ul>
Insurance for Students Pursuing Education and Research (Gakkensai)	<ul style="list-style-type: none"> <li>• Please enroll in Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and other insurance plans through the Osaka University Co-op (hereafter "Handai Co-op") "EC Site" (QR code below). Select the insurance plan designated by your school, graduate school, or center.</li> </ul> <p><b>* Even if you do not join the Handai Co-op, you can still enroll in Gakkensai, etc., through the "EC Site."</b></p> <p><b>* If you join the Handai Co-op, the process will be smoother if you first complete the Co-op membership procedure through the ①"Co-op Membership Website" and then enroll in Gakkensai, etc., through the ②"EC Site" found in the "University Co-op App (Official)."</b></p> <p><b>* If it is difficult to enroll in Gakkensai, etc., by the day before enrollment, please select "I will not complete the insurance enrollment procedure. I will complete it after</b></p>

enrollment if necessary" in the enrollment procedures system. In this case, be sure to complete the above enrollment procedures after enrollment.

For your reference:

Osaka University CO-OP EC Site  
registration (in Japanese only)

<https://osaka-univ.coop/welcome/grad-school/grad-school 808.html>



\*Please use the translation function on your browser to navigate the student support site and the CO-OP's EC Site.

## PREPARING YOUR HEADSHOT

Please prepare your headshot in advance before registering for the Enrollment System. The headshot will be used for student ID cards (including digital cards) and other information systems on campus, such as the Student Administration Information System and security system for entering and leaving buildings. Printing or mailing is not required.

Taking a headshot and saving the file:

Refer to the examples below and take a headshot using a photo booth (one that allows downloading and retrieving of the photos), smartphone, tablet, or digital camera, etc. The photo should have a plain, white, blue, or gray background.

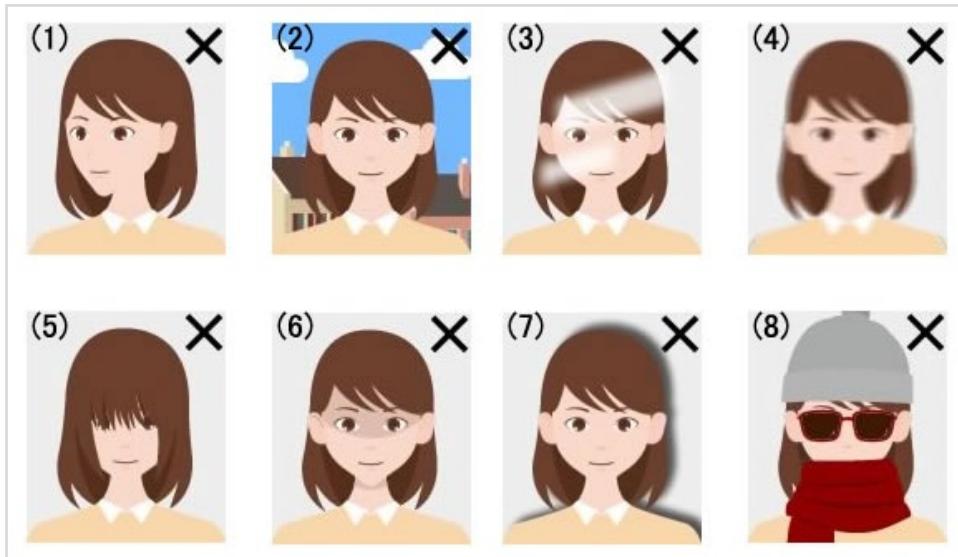
Requirements for the headshot:

- A color photo
- The photo taken in appropriate brightness that clearly shows the face
- A photo taken within the last 6 months
- A photo of only the student
- The outline of the head and face is within the photo
- The eyes, nose, and mouth are not hidden (transparent glasses are allowed)
- A front-facing photo from the shoulders and up with a plain background (no hats). However, head coverings are permitted for religious or medical reasons if the face is clearly visible.
- No smile or expression
- The mouth must be closed and eyes must be open
- A photo that has not been edited using a photo booth, app, or software
- A photo that is not rotated, flipped, or mirrored
- A clear photo that is not blurry or out of focus
- Glasses should not have any glare
- There should be no text printed on the photo
- The file size must be less than 2MB
- A photo must be at least 640x480
- Format the image as a \*.jpg or \*.jpeg

Examples of acceptable photos



Examples of unacceptable photos



Examples of unacceptable photos:

1. Not front-facing (facing sideways, etc.)
2. Not a plain background (the background is scenic or has a pattern)
3. The light is creating a glare (part of the face is covered due to glare on the face or glasses)

4. Blurry or out of focus
5. Bangs are too long and cover the eyes
6. There is a shadow on the face
7. There is a shadow in the background
8. A scarf or other item is covering the outline of the face

## (Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment

### How to apply in Advance(Advance Application)

2 Unpaid Enrollment Fee Payment

Please make the enrollment fee payment by the deadline.  
The payment method cannot be changed once the payment is made.  
The application for enrollment fee exemption or deferred payment can be submitted here.  
(An application for enrollment fee exemption or deferred payment cannot be cancelled once submitted. Please read the information carefully before applying.)

Amount: ¥282,000 (Enrollment fee) Payment status: Deposit date/payment deadline: Payment deadline:2029/11/08

**Make payment** **Payment**

Pay enrollment fee

Choose one of the enrollment fee payment methods below and click [Next].  
Those who intend to apply for enrollment fee exemption or deferred payment, candidates for the JASSO grant-type scholarship (yoykusaiyokouhosya), or those who wish to apply for the JASSO grant-type scholarship after enrollment (zaigokusaiyoushu) should not pay the enrollment fee and instead select "Apply for enrollment fee exemption or deferred payment".

Credit card **Choose**

Convenient store, ATM (Pay-easy), online banking **Choose**

Apply for enrollment fee exemption or deferred payment **Choose**

The university has two systems: the New Higher Education Support System and Enrollment/Tuition Fee Exemption Program. Please check the particulars of each program below to confirm whether you are able to apply to the program or not before submitting an application.

#### ▼ Apply for enrollment fee exemption or deferred payment

##### Attention:

This is an Advance Application. The application for enrollment fee exemption or deferred payment can be completed by applying in advance (Advance Application) on this system as well as completing the prescribed procedures within the specified period.

If the Advance Application is not completed, the application for enrollment fee exemption or deferred payment will become invalid. (However, this excludes cases in which a person eligible for enrollment fee exemption under the New Higher Education Support Program\* has paid the enrollment fee by mistake.)

Refer to the information below and check the item below that applies to you.

1. Those who applied for the JASSO grant-type scholarship prior to enrolling at the university who were selected as candidates (yoykusaiyokouhosya).
2. Those who intend to apply for the JASSO grant-type scholarship in April (Sep. - Oct. for fall enrollment)  
New Higher Education Support Program:Undergraduate students as of the date of enrollment (**excluding international students who hold a "Student" residence status**) are eligible.  
**This does not refer to a JASSO loan-type scholarship.**
3. Those who intend to apply for enrollment fee exemption or deferred payment under the exemption program at the university
4. Exemption program at the university:Graduate students, international students as of the date of enrollment, and undergraduate students who do not meet the eligibility requirements for 1. and 2. above.



The above items in the red box mainly apply to the following persons:

- ① and ② = Japanese undergraduate students  
(including special permanent residents and permanent residents)**  
**③ = Graduate students/privately-funded international students**



\*There are cases where Japanese undergraduate students (including special permanent residents and permanent residents) who are not eligible to apply for the New Higher Education Support System may apply for ③ above. Please check your eligibility using the QR code.

\*If only applying for deferred payment of the enrollment fee, the eligibility category will fall under ③.

If you have any questions, please contact: gakusei-sien-en1@office.osaka-u.ac.jp  
(Tuition Fees Exemption Staff, Suita Student Center, The University of Osaka)

## Reference: Service fee (per application)

### ● Convenience store /ATM(Pay-easy)/ Net banking

Payment method	Service fee
Convenience store	
ATM(Pay-easy)	¥1,250
Net banking	

- \* **Switching to a different payment method after payments have been processed is not possible.**
- \* **If any mistakes are made when sending the enrollment fee payment, contact the faculty/school/graduate school you intend to enroll in. In such cases, please understand that the service fee cannot be refunded.**

## Reference: Service fee (per application)

### ● Credit card

Minimum transaction amount	Maximum transaction amount	Service fee
¥0	¥10,000	¥700
¥10,001	¥30,000	¥1,100
¥30,001	¥50,000	¥1,500
¥50,001	¥100,000	¥2,500
¥100,001	¥200,000	¥4,500
¥200,001	¥300,000	¥6,500
¥300,001	¥400,000	¥8,500
¥400,001	¥500,000	¥10,500
¥500,001	¥600,000	¥12,500

- \* **Switching to a different payment method after payments have been processed is not possible.**
- \* **If any mistakes are made when sending the enrollment fee payment, contact the faculty/school/graduate school you intend to enroll in. In such cases, please understand that the service fee cannot be refunded.**